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ADMINISTRATIVE AND FINANCIAL MATTERS

PROGRAMME BUDGET FOR THE BIENNIUM 2002-2003

Proposed programme budget of the Convention

Note by the Executive Secretary

Addendum

SUMMARY OF THE WORK PROGRAMME AND RESOURCE REQUIREMENTS

This document contains summary work programmes and resource needs for each subprogramme of the secretariat. It provides descriptions of responsibilities, expected results, post requirements and estimates of core budget costs, as well as contingency estimates. The document is organized into sections and subsections corresponding to the programmes and subprogrammes in the proposed structure of the secretariat. The information is presented in a self-explanatory template format. This note should be read in conjunction with document FCCC/SBI/2001/4 containing information on the proposed structure, staffing and costs for the 2002-2003 programme budget. A revised presentation of the proposed secretariat work programme, as well as an estimate of resource requirements for the Trust Fund for Supplementary Activities, will be presented to the SBI at its fifteenth session, in the light of the outcome of its consideration of the proposed programme budget at its fourteenth session.

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WORK PROGRAMME AND RESOURCE REQUIREMENTS

A. EXECUTIVE DIRECTION

1. Executive Direction and Management (EDM)

Overview of responsibilities	Promoting the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention bodies. Chairing internal management processes to advance these aims. (See annex I.) Providing advice and support to the President and the Bureau of the COP with the support of S/COP. Undertaking analysis of emerging policy issues. Coordinating the secretariat's representational, outreach and public information activities. Overseeing the work of AS and IS. Providing registry and mail functions for the whole secretariat in conjunction with a programme administrative team (PAT).
Expected results	The leadership provided ensures that staff are motivated, the secretariat's work is well planned and coordinated, the programme budget is prepared on time and its execution is properly monitored. Internal management processes function adequately. Responsiveness to intergovernmental mandates is ensured. The COP, its subsidiary bodies, and their Bureaux receive timely, coherent and appropriate advice and substantive input. Emerging policy issues (including compliance procedures, MCP and trade and environment) are analysed in an adequate and timely manner and brought to the attention of Parties. The views of the Convention bodies and the secretariat, as appropriate, are communicated effectively to partner agencies, conferences and other events. Institutional outreach to the coordinating bodies within the United Nations system provides useful input to the General Assembly, CSD and UNEP, including to processes dealing with international environmental governance and the preparations for WSSD. Support services are managed efficiently and effectively, in a way which maximizes the secretariat's ability to respond to the needs of the Convention bodies.
Posts required, indicating proposed changes in staffing	M&C: ASG Executive Secretary, D-2 Deputy Executive Secretary, P-5 Special Adviser (planning and coordination)*, two Special Assistants (P-3, P-2), four GS staff (one new). Emerging Issues: ** D-1 Special Adviser, P-4 Programme Officer (compliance, multilateral consultative process (MCP)), P-4 Programme Officer (institutional outreach, upgraded from P-3), one GS staff. Registry: four GS staff (one new). New posts: two GS. *Notes*: Professional and higher posts currently in EDM (ASG, P-5, P-2) are combined with those from the current PCEI/M&C (D-2, P-3) and three from the former Implementation Process sub-programme (D-1, P-4, P-3 - the latter being upgraded to P-4 for work on institutional outreach to the UN system).
Core budget costs (non-staff)	Travel: US$ 229,370 Consultants: US$ 48,000 Experts: none

* *The functions of the P-5 Special Adviser will consist of planning and coordination of the programme budget, internal coh[illegible]*

2. Office of the Secretary of the COP (S/COP)

** *The D-1 Special Adviser currently reports to the Deputy Executive Secretary on the work of this team.*

A.2.1	Management and Coordination subprogramme (S/COP M&C)
Overview of responsibilities	Maintaining the S/COP programme Providing support to the COP and sessional planning, in particular, by chairing the Intergovernmental Planning Committee Overseeing the work of the CAS
Expected results	The staff, financial resources and activities of the S/COP programme are managed in a way which maximizes fulfilment of needs identified by the COP and contributes to the overall management, administration and effective operation of the secretariat Activities of the COP and its President are supported in an effective and efficient manner Executive Secretary receives timely and substantive advice from the Intergovernmental Planning Committee (See annex I)
Posts required, indicating proposed changes in staffing	D-1 Coordinator, P-3 Programme Officer (upgraded from P-2), one GS staff No new posts *Note*: Posts mentioned above are redeployed from current ICA/M&C subprogramme
Core budget costs (non-staff)	Travel: US$ 97,600 Consultants: US$ 110,000 Experts: none

A.2.2	Intergovernmental and Legal Affairs subprogramme (S/COP ILA)
Overview of responsibilities	Providing legal advice to the COP, its subsidiary bodies and the secretariat
Expected results	The Convention and its secretariat are provided with the legal advice they require on issues relating to the Convention, the Kyoto Protocol, the draft rules of procedures, relations with the United Nations and national governments, contracts, administration and premises. Work of the Bureau of the COP is supported and informal consultations are effectively and efficiently organized
Posts required, indicating proposed changes in staffing	P-5 Senior Legal Adviser, P-3 Programme Officer, one GS staff No new posts *Note*: Posts mentioned above are redeployed from the current ICA/ILA subprogramme

B. TECHNICAL PROGRAMMES

1. Methods, Inventories and Science (MIS)

B.1.1 Management and Coordination subprogramme (MIS/M&C)	
Overview of responsibilities	Managing the human and financial resources of the MIS programme, providing support to the SBSTA and to the COP on relevant matters, representing the secretariat externally, facilitating the flow of scientific information into the Convention process and working with scientific organizations and secretariats of other conventions to ensure that information is conveyed to Parties in an effective manner.
Expected results	The staff, financial resources, and activities of the MIS programme are managed in a way which maximizes fulfilment of needs identified by the COP and contributes to the overall management, administration and effective operation of the secretariat. Activities of the SBSTA are supported in an effective and efficient manner. The SBSTA is provided with timely information relating to the IPCC and activities of other scientific organizations. Coordination with other organizations results in more effective communications between bodies.
Posts required, indicating proposed changes in staffing	D-2 Coordinator, two P-3 Programme Officers (one new, scientific linkages), one GS staff. New posts: one P-3. Note: Posts mentioned above are redeployed from the current SAT M&C subprogramme. One P-3 Programme Officer acts as the SBSTA focal point, another P-3 Programme Officer ensures scientific linkages (with IPCC, WMO, IHDP, STAP, UNCCD, UNCBD and other bodies).
Core budget costs (non-staff)	Travel: US$ 305,900 Consultants: US$ 240,000 Experts: US$ 672,000

B.1.2 Methods subprogramme (MIS/METH)	
Overview of responsibilities	Analysing information and developing techniques to ensure that information (e.g. related to GHG inventories, projections, climate change impacts, vulnerability and adaptation, accounting for sinks and emissions due to land-use and land-use change and forestry) is compiled and reported in a transparent and consistent manner by all Parties to the Convention and the Protocol.
Expected results	Analytical and methodological work related to guidelines for reporting and accounting of GHG emissions and absorption of GHG by sinks, projections, HFC, international bunker fuels, electricity trades, climate change impacts and vulnerability and adaptation is done in a way which allows the subsidiary bodies and the COP to adopt conclusions and decisions advancing the Convention process. Particular attention will be given to improving information on LULUCF and adaptation methods. Support is provided to the INV, NAI and COOP (sub)programmes. In addition, information on methods related to aerosols and GHG precursors is analysed and made available to Parties. Activities of the SBSTA, and where relevant the SBI and the COP and their officers, related to methodological work are supported in an effective and efficient way. The SBSTA is provided with timely information from other organizations working on reporting and methodological issues, for example, FAO, UNFF, ICAO, and IMO.

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B.1.2 Methods subprogramme (MIS/METH)	
Posts required, indicating proposed changes in staffing	D-1 Deputy Coordinator (upgraded from P-5); P-4 Programme Officer for work on GHG and projections methods; P-4 Programme Officer for work on vulnerability and assessment methods (new post as of 2003); one P-3 Programme Officer; one P-2 Programme Officer (downgraded from P-3); two GS staff (one new) New posts: one P-4 (as of 2003); one GS *Notes*: Existing posts are redeployed from the current S&T/METH subprogramme. The manager of this subprogramme will also act as Deputy Coordinator, hence upgrade from P-5 to D-1. New P-4 is added for additional work on vulnerability and assessment methods starting in 2003. Additional GS secretary was formerly funded by WMO. One P-3 and one P-2 from the existing S&T/METH subprogramme are redeployed to MIS/INV subprogramme (see table B.1.3)
Contingency	One P-4 (in 2003) if additional work on methodological issues related to land-use and land-use change and forestry will be requested by decisions of COP 8 on the recommendation of SB 16. (See table 9 in document FCCC/SBI/2001/4.)

B.1.3 Inventories subprogramme (MIS/INV)	
Overview of responsibilities	Compiling, processing and storing GHG inventory data from all Parties, organizing technical reviews of GHG data submitted by Annex I Parties, assessing and synthesizing GHG inventory data submitted by Parties, publishing the results of the technical review. Providing information on the quality of GHG inventories and on trends in GHG emissions and removals in a consistent and transparent manner to the subsidiary bodies and the COP, as well as to the general public
Expected results	GHG data and information resulting from their technical reviews provide Parties to the Convention with a consistent picture of the implementation of the Convention, thus further advancing the Convention process. An information system with high quality data is maintained. Parties are provided with timely information on GHG trends, particularly in Annex I Parties. An efficient and effective review process is developed and kept under review. Activities of the SBSTA, the SBI and the COP and their officers, related to consideration of GHG inventory issues and improving methodologies for compiling and reporting GHG data are supported in an effective and efficient way.
Posts required, indicating proposed changes in staffing	P-5 Manager; P-4 Programme Officer (new, GHG inventory review); four P-3 Programme Officers (two new, GHG inventory review); two P-2 Programme Officers; three GS staff New posts: one P-4; two P-3 *Notes*: This is a new subprogramme. Most posts are redeployed from the current S&T/METH (P-3, P-2, see table B.1.2), from the current IMP/AI subprogramme (P-3, P-2, two GS staff, see table B.4.2), and from the current IOAS/Outreach subprogramme (P-5). The remaining posts required are new.
Contingency	One P-3 and one GS staff (in 2003), if additional work on the technical review of GHG inventories, including provision of training to the review experts, will be requested by decisions of COP 8 on the recommendation of SB 16. (See table 9 in document FCCC/SBI/2001/4.)

2. Sustainable Development (SD)

B.2.1 Management and Coordination subprogramme (SD/M&C)	
Overview of responsibilities	Managing human and financial resources of the SD programme, providing support to the subsidiary bodies, and to the COP on matters related to technology transfer, sustainable development and adaptation to adverse effects of climate change, representing the secretariat externally
Expected results	The staff, financial resources, and activities of the SD programme are managed in a way which maximizes fulfilment of needs identified by the COP and contributes to the overall management, administration and effective operation of the secretariat Activities of the subsidiary bodies, the COP and its officers are supported in an effective and efficient manner
Posts required, indicating proposed changes in staffing	M&C: D-1 Coordinator, P-2 Programme Officer, one GS staff Adaptation strategies: P-4 Programme Officer (new), P-3 Programme Officer, one GS staff New post: one P-4 Notes: This is a new programme. Most of its posts are redeployed from current programmes. Existing posts for SD M&C are redeployed from the current IOAS/M&C (D-1, P-2, two GS) and from the former IMP PROG (P-3). The additional P-4 will work on adaptation strategies (including LDC NAPAs) and impacts of response measures, leading a team that will also include the P-3 and the GS
Core budget costs (non-staff)	Travel: US$ 158,600 Consultants: US$ 128,000 Experts: none

B.2.2 Technology subprogramme (SD/TECH)	
Overview of responsibilities	Identifying options to promote the development and transfer of technologies and cooperation among Parties, including means to enhance the technical capacity of developing countries, supporting intergovernmental work on transfer of technology, assessing and synthesizing information on environmentally sound technologies to mitigate and adapt to climate change, broadening access of Parties to information on technologies Providing support to activities related to the integration of the climate change dimension in the sustainable development priorities and programmes of Parties to the Convention
Expected results	Parties are provided with timely and adequate support in their activities related to the integration of the climate change dimension in the sustainable development priorities and programmes Intergovernmental work on the development and transfer of mitigation and adaptation technologies, assessing Parties' needs of technology, capacity-building and synthesis and provision of information on technology transfer is supported in an effective and efficient manner. Information on technology transfer activities from Annex I Parties is assessed and synthesized. The technology inventory system focusing on projects and technology is available to Parties on the secretariat web site. As mandated by Parties, special assessments of selective technologies are prepared.
Posts required, indicating proposed changes in staffing	P-5 Manager, P-4 Programme Officer, P-3 Programme Officer, one GS staff No new posts. Notes: Posts are redeployed from the current S&T/TECH subprogramme
Contingency	One P-3 to support the work of the intergovernmental consultative group of scientific and technical experts on technology transfer, should the COP decide to establish this group. (See table 8 in document FCCC/SBI/2001/4.)

3. Cooperative Mechanisms (COOP)

B.3 Cooperative Mechanisms (COOP)	
Overview of responsibilities	Managing the human and financial resources of the COOP programme. Oversight is provided by the Deputy Executive Secretary until the scale of the programme's activity will justify the position of a full-time programme coordinator at the D-2 level. Supporting the continuation of intergovernmental work related to activities implemented jointly (AIJ) under the pilot phase and other cooperative mechanisms activities aimed at achieving global benefits at the lowest possible cost, including, as appropriate, the mechanisms under Articles 6, 12 (clean development mechanism (CDM)) and 17 (emissions trading) of the Kyoto Protocol. Promoting the exchange of information and experience among Parties and other actors on AIJ and other cooperative mechanisms, and facilitating related capacity-building, as appropriate.
Expected results	Parties are provided with technical and organizational support on AIJ under the pilot phase and other cooperative mechanisms. This comprises technical and synthesis reports as well as information and miscellaneous documents, the servicing of inter-governmental bodies and special assistance to the chairpersons of the subsidiary bodies. The reports and documents are to cover, inter alia, methodological and operational issues, such as standards, reporting requirements, guidelines on baselines and monitoring methodologies, and information on projects, in particular on the regional distribution of projects under the AIJ pilot phase. Technical workshops and meetings are convened and attended on issues related to AIJ under the pilot phase and other cooperative mechanisms, and substantive input is provided thereon. Liaison activities are undertaken with actors and institutions - Parties, IGOs and NGOs, especially those active in the area of development and finance - in order to improve the knowledge base on AIJ and other cooperative mechanisms, in particular on cost-effective and mutually compatible structures at international, regional, national and sectoral levels. Capacity-building is facilitated through AIJ under the pilot phase and for the participation by non-Annex I Parties and Parties with economies in transition in other cooperative mechanisms, as appropriate.
Posts required, indicating proposed changes in staffing	D-1 Deputy Coordinator, P-5 Manager, P-4 Programme Officer, two P-3 Programme Officers, one GS staff. No new posts. Note: Posts are redeployed from the current PCI.I.COOP and PCI.I.ET subprogrammes. The senior post is that of Deputy Coordinator, the function of Coordinator will be provided on an interim bases by the Deputy Executive Secretary.
Core budget costs (non-staff)	Travel: US$ 124,200 Consultants: US$ 96,000 Experts: none
Resources from outside the core budget	Should the COP decide to establish a supervisory committee under Article 6 and if technical support is to be provided for setting up the structure for registries and the operation of a transaction log in the context of emissions trading during the period 2002-2003, additional resources would be sought from outside the core budget. In the case of a prompt start of the CDM, contributions to the Trust Fund for Supplementary activities would be required and employed in accordance with the provisions contained in document FCCC/CP/2001/2/Add.2, draft decision -/CP.6 (Article 12), operative paragraphs 13-14. (See also paragraph 12 in document FCCC/SBI/2001/4.)

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B.3 Cooperative Mechanisms (COOP)	
Contingency	The following additional posts would be needed to facilitate the prompt start of work in support of the clean development mechanism (Article 12 of the Kyoto Protocol): D-2 Coordinator, COOP programme (from 2003), P-4 Programme Officer, P-3 Programme Officer, one GS staff (from 2003). (See also table 7 in document FCCC/SBI/2001/4.)

4. Implementation (IMP)

B.4.1 Management and Coordination subprogramme (IMP/M&C)	
Overview of responsibilities	Managing the human and financial resources of the IMP programme, providing support to the SBI and to the COP on relevant matters, providing support to capacity-building activities, representing the secretariat externally, coordinating activities relating to the GEF.
Expected results	The IMP programme's staff, financial resources, and activities are managed in a way which maximizes fulfilment of needs identified by the Convention bodies and contributes to the overall management and effective operation of the secretariat. Activities undertaken by the secretariat in relation to the implementation of COP guidance by the GEF are coordinated.
Posts required, indicating proposed changes in staff ing	M&C: D-2 Coordinator, P-3 Programme Officer (SBI focal point, upgraded from P-2), one GS staff. Capacity-building/GEF: P-4 Programme Officer (new), P-3 Programme Officer, one GS staff. New post: one P-4. Notes: One P-3 is the SBI focal point, the other, redeployed from the present IMP/PROC subprogramme, coordinates inputs to the GEF (e.g. comments on projects). An additional P-4 will act as the secretariat-wide focal point for the facilitation of capacity-building, leading a team that will also include the P-3 and one GS.
Core budget costs (non-staff)	Travel: US$ 328,200 Consultants: US$ 110,000 Experts: US$ 960,000

B.4.2 Annex I Implementation subprogramme (IMP/AI)	
Overview of responsibilities	Providing information to Parties on qualitative and quantitative aspects of the implementation of the Convention by Annex I Parties through the preparation of reports and other documents, in particular, in-depth review reports and the organization of workshops.
Expected results	The Convention bodies are provided with support in their consideration of the issues related to implementation of the Convention by Annex I Parties, including on policies and measures.
Posts required, indicating proposed changes in staffing	P-5 Manager, two P-4 Programme Officers, two P-3 Programme Officers, one GS staff. No new posts. Notes: One P-3 Programme Officer, one P-2 Programme Officer and two GS staff are redeployed to the MIS/INV subprogramme (see table B.1.3).

B.4.3 Non-Annex I Implementation subprogramme (IMP/NAI)	
Overview of responsibilities	Facilitating technical support relevant to the implementation of the Convention by non-Annex I Parties, facilitating financial support and capacity-building activities for the preparation of national communications by non-Annex I Parties, including facilitating the work of the Consultative Group of Experts (CGE), supporting the negotiation process on all matters related to national communications from non-Annex I Parties and the operation of the financial mechanism.
Expected results	Non-Annex I Parties are supported in the preparation and submission of national communications, as well as on other matters related to national communications, including support to the Consultative Group of Experts. The Convention bodies are supported in their work on all matters related to national communications from non-Annex I Parties; substantial assistance is provided to the compilation and synthesis of national communications from non-Annex I Parties under Article 12 of the Convention.
Posts requested indicating proposed changes in staffing	P-5 Manager; two P-4 Programme Officers; two P-3 Programme Officers; one P-2 Programme Officer; three GS staff (one new). New post: one GS. Note: No changes in the present staffing, except for the addition of one GS post.

C. SUPPORT SERVICES

1. Administrative Services (AS)

C.1.1 Management and Coordination (AS/M&C)	
Overview of responsibilities	Managing the human and financial resources of the AS programme. Formulation, planning and monitoring of administrative procedures to be applied in the secretariat and coordinating the development and implementation of computerized management tools. Representing the secretariat in negotiations and consultations on a full range of administrative matters, including dealing with auditors, representing the secretariat in the Common Premises Management in Bonn, liaising with the host Government in relation to the application of the Convention secretariat Headquarters Agreement, liaising with UNOG and UN/DM in relation to the administrative delegation of authority and the provision of administrative services to the secretariat. Promoting the development of a common approach to the provision of administrative services to the UNFCCC and UNCCD secretariats.
Expected results	Credibility of the Convention secretariat with regards to the management of administrative matters, responsive and supportive administration to changing environment, provision of reliable management tools, streamlined rules and automation of procedures, ability to develop and implement the common approach to administrative services in UNFCCC and UNCCD.
Core budget costs (non-staff)	Secretariat-wide support costs for the biennium (US$ 1,323,500) are charged against this programme. (See table 3 in document FCCC/SBI/2001/4.)
Resources from outside the core budget	D-1 (Coordinator); one GS staff. New posts: D-1. One GS post abolished. All posts funded from overheads.

C.1.2 Finance (AS/F)	
Overview of responsibilities	Directing all financial functions of the secretariat including a number of diverse operations and interrelated accounts of the financial system.
Expected results	Accurate and timely recording, maintenance and reporting of all financial operations.
Resources from outside the core budget	P-5 Senior Finance Officer, one P-2 Associate Finance Officer, three GS staff. No new post. All posts funded from overheads.

C.1.3 Budget (AS/B)	
Overview of responsibilities	Estimating future revenues and expenditures to prepare the secretariat budgets, and ensuring that Coordinators and managers are provided with information on available financial resources for their respective programme. Provision of guidance to the PATs on budget matters.
Expected results	Timely and accurate provision of information and reports on budget matters.
Resources from outside the core budget	P-4 Budget Officer, three GS staff. No new post. One post (Associate Budget Officer) abolished. All posts funded from overheads.

C.1.4 Human Resources Management (AS/HRM)	
Overview of responsibilities	Performing human resources functions relating to organizational development, staff recruitment, placement, human resources planning, staff training and management development, job classification, compensation and benefits, staff relations, performance management. Provision of guidance to the PATs on human resources matters.
Expected results	Timely and efficient recruitment of high-calibre staff, streamlined policies and procedures, timely and efficient administration of the benefits and entitlements of all staff, provision of timely and accurate information and advice to staff members on their rights and obligations vis-à-vis the organization and the host country authorities, increased productivity and efficiency through the organization of training programmes on management and development.
Resources from outside the core budget	P-4 Human Resources Officer, P-4 Training Career Development Officer, P-2 Associate Personnel Officer, five GS staff. No new posts. One P-3 upgraded to P-4, one P-3 downgraded to P-2. Two GS posts abolished. All posts funded from overheads.

C.1.5 Procurement and General Services (AS/GS)	
Overview of responsibilities	Responsible for all general services activities, for planning, organizing and directing the purchase and delivery of equipment, tools, services and supplies for the secretariat and for providing guidance and monitoring of all travel arrangements. Provision of guidance on travel and procurement procedures to the programme administrative teams.
Expected results	Timely procurement of goods and services.
Resources from outside the core budget	P-4 Procurement Officer, four GS staff. No new post. P-3 post upgraded to P-4. All posts funded from overheads.

C.1.6 Programme administrative teams (PAT)	
Overview of responsibilities	Performing a variety of programme support and administration activities, including monitoring and certifying programme expenditures; initiating and processing administrative transactions of programmes; providing guidance to programme staff on routine administrative matters. Performing additional assignments related to the specificity of each programme. Teams consisting of one Professional and GS staff located in programmes which perform in a 'decentralized way' a number of administrative activities. Depending on the scale of the work, some teams will cover more than one programme.
Expected results	Timely and effective delivery of administrative services to each programme; enhanced programme delivery in a results-oriented manner.
Resources from outside the core budget	Six PATs (six P-2/3, six GS staff) All posts funded from overheads.

2. Conference Affairs Services (CAS)

C.2 Conference Affairs Services (CAS)	
Overview of responsibilities	Providing conference facilities and services for all sessions of the Convention bodies (COPs, SBs,) and for workshops. Liaising with Parties, Observer States and Observer organizations. Conducting the registration of participants to sessions of the Convention bodies; providing funding and travel arrangements for participants from Parties eligible for funding. Planning, editing and providing and disseminating official documents.
Expected results	Documents are made available in accordance with the standards and the requirements of the Convention process; Premises for meetings are set up adequately and on time; Parties, Observer States and Observer organizations are notified of, and kept informed about, meetings; Travel arrangements and attendance of participants to the meetings are well managed. The involvement and attendance of Observer organizations is facilitated.
Posts required, indicating proposed changes in staffing	P-5 Manager, two P-4 Programme Officers, one P-3 Programme Officer (new, NGO liaison), five GS staff (one new) New posts: one P-3, one GS
Core budget costs (non-staff)	Travel: US$ 95,600 Consultants: US$ 240,000 Experts: none
Resources from outside the core budget	One P-3 (Editor), two P-2 (Assistant Documents Officer and Meeting Servicing Officer), and five GS staff funded from the Bonn Fund. Four GS staff (Workshop Liaison Assistant, Travel Assistant and two Travel Clerks) funded from overheads.
Contingency	P-4 Programme Officer Language Services, five GS staff, in case the General Assembly does not maintain the past practice of providing conference services through the regular United Nations budget. (See table 6 in document FCCC/SBI/2001/4.)

3. Information Services (IS)

C.3 Information Services (IS)	
Overview of responsibilities	Providing information support to Parties and to the secretariat. Maintaining computer systems and connections to the Internet for e-mail and the web, developing and maintaining information systems for registration and documents. Maintaining the library and archives, managing the UNFCCC web site, as well as special web sites for COPs. Preparing and distributing information products to Parties as well as for the public. Collection information and provide support on issues related to education, training and public awareness. Acting as a liaison for press and media.
Expected results	Parties are provided with reliable information support. The secretariat has the information and communication technology in place to efficiently meet the needs of the Parties. Research and documentary materials are readily located and are available to staff. Parties can quickly find information on meetings, relevant documents, programmatic and logistical information when and where needed. The Parties are provided with support in their consideration of issues related to UNFCCC Article 6 on education, training and public awareness. Media receive the information they require.
Posts required, indicating proposed changes in staffing	P-5 Manager, two P-4 Programme Officers (one new, communications and media), three P-3 Programme Officers (two new, librarian, software applications), four P-2 programme officers (two new, web caster in 2003 and a web master), 6.5 GS staff (4.5 new). New posts: one P-4, two P-3, two P-2 (one from 2003), 4.5 GS
Core budget costs (non-staff)	Travel: US$ 166,800 Consultants: US$ 240,000 Secretariat-wide computer equipment and services: US$ 450,000
Resources from outside the core budget	One GS funded from the Bonn Fund.

Annex I

MANAGERIAL COMMITTEES

1. Executive Direction ensures collegial governance of the secretariat through the four managerial committees with the following terms of reference.

2. **Programme Planning Committee (PPC):** organization, delivery, coordination and development of the secretariat's work programme; organization of cross-programme tasks; outline of new programme budget; content of management retreats and management training. Convenor: Executive Secretary. Chair: *ad hoc*. Members: all managers.

3. **Intergovernmental Planning Committee (IPC):** preparation of sessions of Convention bodies, inter-sessional consultations and workshops; planning and production of related documentation. Chair: Secretary of the Conference of the Parties (COP). Members: Coordinators and deputies/alternates, including *ex officio* managers of the Intergovernmental and Legal Affairs subprogramme, Conference Affairs and Information Services. Subsidiary body "focal points" and a representative of Executive Direction and Management also attend.

4. **Management Committee (MC):** financial overview and budgetary management; review of personnel policy; review of auditors' reports; administrative policy and services, including delegation of administrative responsibilities to programmes and establishment of common services with UNCCD; policies and standards for secretariat systems and services, such as management information systems, information technology, data management, conference and administrative services, publications and external communications (including web sites); office space and its allocation. Chair: Deputy Executive Secretary. Members: Coordinators and deputies/alternates, including *ex officio* managers of Administrative and Information Services and a representative of Executive Direction and Management.

5. **Coordination Group (CG):** general overview of the work of the secretariat; people management, including the working of the performance appraisal system (PAS); functioning of the Appointment and Promotion Board (APB); staff-management relations; organizational change; communication within the secretariat; functioning of managerial meetings; external relations, including representation at meetings. Chair: Executive Secretary. Members: Coordinators.

Annex II

ABBREVIATIONS USED IN THIS DOCUMENT

AI	Annex I Implementation subprogramme
AIJ	activities implemented jointly
APB	Appointment and Promotion Board
AS	Administrative Services
CAS	Conference Affairs Services
CDM	clean development mechanism
CG	Coordination Group
CGE	Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention
COOP	Cooperative Mechanisms programme
COP	Conference of the Parties
CSD	Commission on Sustainable Development
DM	United Nations Department of Management
EDM	Executive Direction and Management
ET	Emissions Trading subprogramme
FAO	Food and Agriculture Organization of the United Nations
GEF	Global Environment Facility
GHG	greenhouse gas
HFC	hydrofluorocarbon
ICAO	International Civil Aviation Organization
IGO	intergovernmental organization
IHDP	International Human Dimensions Programme on Global Environmental Chang
ILA	Intergovernmental and Legal Affairs subprogramme
IMO	International Maritime Organization
IMP	Implementation programme
INV	Inventories subprogramme
IPC	Intergovernmental Planning Committee
IPCC	Intergovernmental Panel on Climate Change
IS	Information Services
LULUCF	land-use, land-use change and forestry
M&C	Management and Coordination
MC	Management Committee
MCP	Multilateral Consultative Process
METH	Methods subprogramme
MIS	Methods, Inventories and Science programme
NAI	Non-Annex I Implementation subprogramme
NGO	non-governmental organization
PAS	Performance Appraisal System
PAT	Programme administrative team
PCEI	Planning, Coordination and Emerging Issues programme
PPC	Programme Planning Committee
S&T	Science and Technology programme
S/COP	Office of the Secretary of the COP
SB	Subsidiary Bodies to the Convention

SBI	Subsidiary Body for Implementation
SBSTA	Subsidiary Body for Scientific and Technological Advice
SD	Sustainable Development programme
STAP	Scientific and Technical Advisory Panel (of the GEF)
TECH	Technology subprogramme
UNCBD	United Nations Convention on Biodiversity
UNCCD	United Nations Convention to Combat Desertification
UNEP	United Nations Environment Programme
UNFF	United Nations Forum on Forests
UNOG	United Nations Office at Geneva
WMO	World Meteorological Organization
WSSD	World Summit on Sustainable Development

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